

TITLE: Procedure for Notification and Collection of Late Fees

The Hawaii Teacher Standards Board approves the following procedure for notification and collection of late fees associated with license and permit fees collected via HTSB's online licensing system for a period of one year following implementation of the online system:

1. When an individual fails to pay their license or permit fee according to the method they selected in their online account at www.htsb.org, an automatic email notification will be sent to the individual that their payment is overdue and that they will be assessed a \$25.00 Late Fee in addition to the ~~outstanding balance of their~~ license or permit fee. The license or permit status will be converted from "active" to "in review".
2. If payment of the outstanding balance is not made within thirty (30) days of the original due date, the individual will receive a second automatic email notification that their license or permit will be suspended for non-payment of fees unless they make payment before the fee is overdue sixty (60) days from the original due date.
3. If payment of the outstanding balance is not made within sixty (60) days of the original due date, the individual will receive an automatic email notification that their license or permit has been suspended for non-payment of fees.
4. Individuals may reinstate their license or permit by submitting payment of their outstanding license or permit fee and the late fee.

After one year of implementation, licenses will be suspended for non-payment of fees if license fee payment is not received on or before the expiration date.

Submitted by: Jonathan Gillentine

Referred to: Budget & Personnel Committee

